

Seclusion and Restraint Reduction Intervention Advisory Council Meeting Minutes

August 22, 2008, 9:00 am

Library, 4 South Building

Type of meeting: Advisory

Facilitator: Ed Riddell, Alternatives to Seclusion and Restraint Coordinator of VSH

Note taker: Ed Riddell

Advisory Council Members: Cathy Rickerby, NAMI Vermont; Jane Winterling, VPS; Ed Paquin VP&A; David Mitchell, Patrick Kinner, Scott Perry, Tom Simpatico, Janet Isham, John O'Brien, Scott Perry, VSH Staff.

Attendees: None this meeting

Discussed: Welcome and Introductions

Ed Riddell opened the meeting and the members introduced themselves. The recent additions of Janet Isham, who represents the Charge/Direct care Nurses at VSH, and John O'Brien, who represents the Psychiatric Technicians at VSH were specifically introduced and welcomed on to the council. ER explained to members that this meeting would likely be lightly attended as CMS was currently auditing VSH. Some of the council members would be needed for that process.

Discussed: Advisory Council meeting management and governing structure

ER reintroduced the topic of council governance structure that was tabled from the last meeting. The topic of appointing a non-VSH staff employee council member as Chairperson was discussed. Council members questioned whether a chairperson was needed and believed that ER should continue in the role as meeting facilitator. The council reserves the right to change this structure if it is found to be non-productive. The need for a quorum was lightly discussed and no decision was made. The need for a quorum will be decided in the future as the council begins to make advisements and recommendations to VSH on strategy interventions. 8-22-08 minutes were presented for approval. David Mitchell moved for approval and Patrick Kinner seconded. Minutes approved by unanimous council vote.

Discussed: Code of Respect

ER presented the SRRI Advisory Council Code of Respect. This document was created by ER to provide a foundation for council members to engage in healthy, productive, and respectful discourse. ER read through the document and requested council input to accept, remove, or change statements in the code. The code was modified with input from all members. Ed Paquin moved to accept the modified Code of Respect and DM seconded. Code was approved by unanimous council vote. *ER will supply the modified Code of Respect to all members.*

Discussed: Meeting duration

ER presented for discussion the ideas of moving the council to quarterly meetings versus monthly. EP shared that during the strategic planning phase the council should continue as a monthly meeting. Once the plan is up and running, then the council could address meeting less frequently. John O'Brien added that the council is still getting to know each other and the process, and the council might lose energy if meetings are less frequent. Scott Perry opined that it was too early in the process to suggest quarterly meetings and that this could be addressed again in the future. Jane Winterling expressed that meeting monthly will encourage VSH to develop a strategic plan and that it is easy to lose focus when there is less frequent activity. DM agreed with staying with monthly meetings for now and added that in the future if the council moves to quarterly meetings then there is the capability in Outlook to conduct voting or surveying for council business in between meetings. Meetings will remain monthly for now.

Discussed: S/R Data

The council was presented the recent draft data on emergency involuntary procedures (EIP) which had taken place over the past year, reported by monthly duration of event. EP asked SP to provide laymen's terms for how different types of procedures were being categorized and documented. SP provided descriptions for each procedure (seclusion, restraint by type, and emergency involuntary medication) and suggested the council receive training on the Certificate of Need (CON) process for a future meeting. *Training suggested for November.* EP provided information about the Doe v. Miller settlement and how that agreement influenced how VSH reported the use of procedures in combination with each other. Cathy Rickerby asked for more information on Doe v. Miller and DM said he would try to provide it. *Documents emailed out to members on 9-19.* CR asked if prescribing staff can be identified by code to distinguish full time employee (FTE) from part time employee (PTE) from Temporary staff, including events and environment to explain 2008/03, in particular. JO asked that data be broken down by units and shifts. ER explained that this is currently available in the database and can be presented in the future if desired. EP wondered if the data could be provided with the monthly census information so that the Council had an idea of how many patients were at VSH during the measured periods. *SP was not present for this discussion and will be consulted in regards to these questions.* Council discussion focused on learning to review the data, speculating on what different trends might mean, and how these reviews will be useful when interventions are initiated in the future to show progress in the reduction of the use of seclusion and restraint.

Discussed: SAMHSA Leadership Training and OTA visits

ER provided information about the upcoming SAMHSA training. ER expressed his appreciation to Anne Jerman for her efforts in recruiting many VSH staff members to attend the training. Besides the VSH staff serving on the Advisory Council, there are currently 27 additional VSH staff members who have applied to attend the training. All Vermont numbers are hovering at 49 attendees. JW asked ER to send her the training flyer for distribution again. *Flyer sent to JW on 9-19.* ER additionally expressed that Terry Rowe had suggested that the Council meet during the training for their October meeting. This will take place on the second day, during the lunch hour. Council members were agreeable to this meeting change. ER provided information about the Office of Technical

Assistance (OTA) staff member's Nan Stromberg and Liz Kinhead who will be visiting VSH on December 11th and 12th. Liz and Nan had been to Brattleboro in mid-August for a visit and ER described the visit as exploratory and supportive. ER emphasized that they are part of the grant process to assist VSH in identifying areas of improvement and to provide technical assistance from their areas of expertise. Both Nan and Liz work for the Massachusetts Department of Mental Health and were largely involved in the reduction of seclusion and restraint in their state's mental health system.

Discussed: The Strategic Planning Process

ER presented a flip chart presentation of his interpretation of the Advisory Council's planning process with VSH. The presentation elements were; knowledge of the SAMHSA intervention strategies, identification of the goals each intervention is attempting to achieve, investigation of VSH interventions that are currently operating, and providing advisement and support to VSH in regards to interventions initiated. ER then provided an example intervention planning process and asked for comment from the Council. ER reintroduced three planning template examples that the members had viewed the prior month. Members were asked to provide their opinion via email on which template they would desire using. Due to time restraints this discussion was limited.

Other Business:

EP requested that in the future the Council would benefit from DM providing the EIP training which the VSH training staff had provided to VSH staff earlier this year. *ER will work with DM to identify the best monthly meeting to present this. Possibly November and combined with CON training.*

JW requested that ER provide the Council with the SAMHSA Training agenda as soon as it is finalized.

Meeting Process Evaluation:

Members had no input for improvement at this time.

Public Comment:

No public attendees for this meeting.

The meeting adjourned at 3:30 pm. The next meeting will be at 12:00 pm on Tuesday October 28th at the Sheraton in Burlington, during the SAMHSA Leadership training.

Respectfully submitted,

Ed Riddell
Minute taker